

Outlook 2003 Client Setup

Last Updated Tuesday, 09 January 2007

Outlook 2003

If you are using Outlook for the first time since it was installed, or if you have no accounts set up in Outlook, it should bring up the add account screen (the Startup Wizard) automatically, so you can skip the first two steps.

Open the Tools menu and select E-mail Accounts.

Select Add a new account and click Next.

Choose IMAP.

Enter your name and CIS email address in the User Information section.

Fill both fields in the Server Information section with mail.cis.rit.edu.

Fill in the Logon Information fields with your CIS username and password.

Click More Settings.

Enter a nice friendly name like "CIS Email" or your email address in the Mail Account field.

If you would like your reply-to address for mail sent using this account to be something other than your CIS email address, set it here.

Click OK.

Click Next, then click Finish.

If this is a clean install of Outlook, it may prompt you about being the default mail program. You can choose whichever option you want here.